



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SIGN PAINTER

Class No. 005970

■ CLASSIFICATION PURPOSE

To design, fabricate, paint and stock various signs; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Painter class series in that the latter class performs a wide variety of painting tasks, whereas a Sign Painter is primarily responsible for making signs.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Sands, cleans and prepares surfaces for painting.
2. Designs signs using Computer Aided Design (CAD) program.
3. Cuts stencils; fabricates signs.
4. Fabricates vehicle decals.
5. Paints signs.
6. Selects and mixes paints.
7. Operates automatic laminating machine to apply reflective material.
8. Maintains sign inventory and records.
9. Bands and packages signs for delivery.
10. Orders material.
11. Leads the work of a helper.
12. Maintains inventory and records of hazardous materials.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The principles of sign composition and fabrication.
- Computer Aided Design program.
- Screen manufacturing, framing, and printing.
- Purchasing procedures.
- County customer service objectives and strategies.

Skills and Abilities to:

- Mix paint and chemicals.
- Maintain paint equipment.
- Fabricate and paint signs.
- Maintain inventory and records.
- Operate machines used to produce signs
- Read, understand, and follow instructions, regulations, and specifications.
- Work independently with minimal supervision
- Operate a forklift.
- Manage and complete multiple sign projects efficiently.
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: six (6) months of journey-level experience in painting signs.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Incumbent is frequently required to use hands to finger, handle, feel or operate tools. Frequent bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level.

Incumbents use physical strength and ability to lift objects weighing up to 50 pounds; and stand for prolonged periods, which may include entire shift. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus, and discriminate among colors.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbent occasionally works near moving mechanical parts or in outside weather conditions. Occasional exposure to wet and/or humid conditions, toxic fumes, or caustic chemicals and other hazardous materials. Moderate exposure to noise from power equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months(Civil Service Rule 4.2.5).

New: January 20, 1967
Revised: March 17, 2003
Reviewed: Spring 2004
Revised: June 2005

Sign Painter (Class No. 005970)

Union Code: CR

Variable Entry: Y